

CITY OF WESTMINSTER, MARYLAND

STATUS & INFORMATION REPORT No. 9 FOR 2011



To Mayor Utz and Members of the City Council:

UPCOMING MEETINGS

** April 2011 **						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11 Council Meeting	12	13	14 Planning & Zoning Commission - cancelled	15	16
17	18	19	20	21	22 HOLIDAY	23
24	25 Council Meeting	26	27	28	29	30

GENERAL GOVERNMENT

Attended Water Resources Coordinating Council meeting to continue the review of the storm water and TMDL regulations.

Met with Mike Fowler, BGE, to review the planned gas line replacement project and to prepare a presentation to the Common Council.

Met with Patricia Motter, Interfaith Housing, to discuss the current status of the low income and affordable housing market. Given the current market, no new projects are proposed.

Met with the Economic Development Committee to review general economic conditions.

Toured the former Inn site with the County Economic Development staff and DHCD staff to discuss possible alternative uses for the building.

Convened a meeting of representatives from agencies providing service to small businesses to discuss how to provide additional resources to businesses relocating in or expanding in the Westminster area.

Convened an Arts and Culture Task Force meeting to review the work of the McDaniel intern.

Attended the Economic Development Breakfast to review the current status of the local economy.

Hosted the Carroll County MML Chapter Dinner.

<u>COMMUNICATION</u>	<u>THIS MONTH</u>	<u>YEAR TO DATE</u>
Newsletters	2	13
Press Releases	5	57
Videos	0	0
Council Meetings	2	14

FINANCE & ADMINISTRATIVE SERVICES

FINANCE

- a. Preparations continue for the upcoming annual audit and training of the new Accountant. The current focus is on updating the control procedures associated with various accounting practices. The end product is an Accounting Manual that will provide all procedures used in Finance for keeping the financial records.
- b. Financial Results

Accounts Receivable

❖ CC Septage Billing:	Jul 10	20,476.20	
	➤ Aug 10	33,272.60	
	➤ Sep 10	29,473.83	
	➤ Oct 10	27,777.00	
	➤ Nov 10	33,453.10	
	➤ Dec 10	31,788.22	
	➤ Jan 11	23,674.90	
	➤ Feb 11	21,325.99	paid 4/4/11
	➤ Mar 11	31,021.50	

❖ Union Bridge Billing – waste water analysis - billings:

➤ Jul 10	570.00
➤ Aug 10	665.00
➤ Sep 10	570.00
➤ Oct 10	570.00
➤ Nov 10	665.00
➤ Dec 10	570.00
➤ Jan 11	570.00
➤ Feb 11	570.00
➤ Mar 11	

Special Assessments

❖ Total billed in current year

➤ July 10	\$ 75,070.71
➤ Aug 10	\$173,759.74
➤ Sep 10	\$112,258.63
➤ Oct 10	\$ 70,623.70
➤ Nov 10	\$ 80,445.42
➤ Dec 10	\$ 46,647.04
➤ Jan 11	\$ 27,799.20
➤ Feb 11	\$ 18,901.96
➤ Mar 11	\$ 39,235.35
➤ Apr 11	\$17,930.99
➤ TOTALS	\$662,672.74

❖ Total receipted in current year

➤ July 10	\$161,482.14
➤ Aug 10	\$ 86,593.81
➤ Sep 10	\$151,315.18
➤ Oct 10	\$ 88,969.59
➤ Nov 10	\$ 71,222.75
➤ Dec 10	\$ 68,342.07
➤ Jan 11	\$ 31,537.30
➤ Feb 11	\$ 27,520.13
➤ Mar 11	\$ 24,135.98
➤ Apr 11	\$ 18,359.06
➤ TOTALS	\$729,478.01

Real Estate Taxes

❖ Total receipted in current year

➤	Base Tax	Capital Tax	Total Tax
➤ July 10	2,898,690.70	915,376.01	\$3,814,066.71
➤ Aug 10	1,028,583.95	319,563.81	\$1,348,147.76
➤ Sep 10	1,647,399.87	519,735.76	\$2,167,135.63
➤ Oct 10	124,382.28	39,272.66	\$ 163,654.94
➤ Nov 10	68,128.96	21,486.01	\$ 89,614.97
➤ Dec 10	1,453,303.35	458,933.86	\$1,912,237.21
➤ Jan 11	68,035.76	21,614.20	\$ 89,649.96
➤ Feb 11	62,185.49	19,944.40	\$ 82,129.89
➤ Mar 11	157,419.73	49,769.92	\$ 207,189.65
➤ TOTALS	7,508,130.09	2,365,696.63	\$9,873,826.72

Utility Billing

❖ 90 Days & over balance – Active - Monthly Total: - 91+ column

2/28/10	\$180,230.66
3/31/10	\$109,818.35
4/30/10	\$ 83,928.94
5/31/10	\$ 71,098.95
6/30/10	\$ 66,676.65
7/31/10	\$ 60,549.67
8/31/10	\$ 57,409.73
9/30/10	\$ 50,766.28
10/31/10	\$ 50,236.47
11/30/10	\$ 76,780.43
12/31/10	\$ 77,123.24
01/31/11	\$ 74,367.96
02/28/11	\$ 34,085.62
03/31/11	\$ 90,906.28

Active Payment agreements – 30

- Total Payment Agreements – 248 - \$249,190.93
- Total Paid off – 218
- Total Payments received - \$226,633.66 - **91% collected**

Technology

Four VOIP RFP responses were received as anticipated. Gateway CSI, ICOMM, MITEL, and Nortel/Altigen were the respondents. Demonstrations were scheduled for the week of April 11th, and a selection panel for the contract award was appointed. Members include Tom Beyard, Gerry Frischkorn, Samantha Parthree, Bob Miller, and Gary Ehlers. After consideration of the RFP responses and demos, the committee will make a recommendation.

Public Housing Agency

The annual PHA Plan and Administrative plans were available for public viewing the 2nd week of March in preparation for the Public Hearing on April 25th.

HUMAN RESOURCES

1. Benefits

- a) The United Healthcare Flexible Spending Account (FSA) for a short plan was approved with an effective date of April 1, 2011. The Flexible benefit election forms were distributed to all eligible employees.
- b) Reviewed plan designs and quotes on various employee insurance benefits through the LGIT health cooperative in preparation for the July 1st renewal.
- c) A Wellness Committee meeting was held on March 7th to discuss various wellness programs available through insurance providers. These learning programs for employees which are offered by United Healthcare and Business Health Services are a benefit of the plans, and are provided at no cost. A total of nine wellness lunch and learns are scheduled for this spring.

2. Recruitment

a) Advertisements:

	<u>Internal Advertisements</u>	<u>External Advertisements</u>	<u>Internal Applications Processed</u>	<u>External Applications Processed</u>
Full-time	3	1	2	16
Part-time	0	0	0	0
Temporary	0	1	0	0
Seasonal	0	1	0	5

b) Hired:

<u>Full-time</u>	<u>Part-time</u>	<u>Temporary</u>	<u>Seasonal</u>
0	0	2	4

3. Risk Management

- a) Five (5) insurance claims filed.
- b) The Hepatitis A and B vaccination program was approved for employees at risk of occupational exposure. The program was initiated by distributing election forms to eligible employees. Vaccination clinics will follow.
- c) A Safety Committee meeting was held on March 29th to discuss various topics including, the status of the safety training program for the various departments, a planned hazard communication standard training, development of emergency preparedness procedures by location, the hepatitis vaccination protocol, and the development of a driver's policy.
- d) The IWIF Workers' Compensation Insurance annual loss control site visit was held on March 8th.

4. Training

- a) Respirator Fit Training was provided and completed for Public Works employees.

PLANNING, ZONING & DEVELOPMENT

Comprehensive Planning

1. Provided technical assistance relating to zoning and land use for 15 inquiries from the public; including residents, real estate appraisers and developers
2. Planned and attended the Westminster Tree Commission Meeting held on March 2, 2011
3. Attended the Main Street Meeting on March 15, 2011 to discuss opportunities for improving Main Street with representatives from local agencies in small business, economic development and tourism; prepared five examples of successful Best Practices in Downtown Revitalization
4. Attended a Meeting with the staff of the Carroll County Arts Council on March 22, 2011; purpose of the meeting was to discuss plans for connecting the Art Council with the Arts & Culture Neighborhood, as well as the Main Street Community; incorporated some of these new ideas into a meeting with local artist, Sara Deluca, on March 31, 2011
5. Conducted research on the effects of Digital Signage and Billboards on drivers; provided the Director of Planning with examples of text amendments to the sign standards and national studies on all forms of electronic signage in preparation of April 13, 2011 special Westminster Planning Commission Meeting
6. Worked with the City Arborist, Eric Schlitzer, to confirm details for the 2011 Arbor Day to be held April 29, 2011 at William Winchester Elementary School
7. Prepared marketing materials for the “2011 Home Preservation Fair” to be held on Saturday April 30, 2011; invited regional contractors on the Maryland Historical Trust’s List of Preservation Consultants
8. Assisted with the extension and the amendment of a Historic Tax Credit Application, for a property owner at 43 North Court Street

9. Distributed “Save the Date” Reminders to the Tree Commission mailing list, to invite regional tree professionals to the 2011 Tree Workshop to be held October 7, 2011 at Carroll Community College
10. Provided support to the Carroll Garden Club with a plan to honor a well-respected member of the Club and the Community, Tula Lefteris, with a memorial behind City Hall

Geographic Information System (GIS)

1. With the loss of the GIS Intern/Technician, the City does not have the capability to provide routine mapping and information services to City and outside agencies, individuals and organizations.

Development Review

1. Plan review in process for the following: Taco Bell (replacement for current Taco Bell in Crossroads Square Shopping Center); Wal-Mart Super Store; Giant Food Fueling Station (use previously approved by BZA), where traffic study in ongoing; Stonegate (Naganna Property), Section 1, Phases I, II and III – 64 lots; and Roop’s Mill project – 84 lots; Fields at Pheasant Run; and Griswold Property on Bell Road.
2. There are ongoing reviews for the following projects: Westminster Shopping Center in regards to the proposed Susquehanna Bank – SHA appears to have modified its position and the owner’s legal counsel is now working with the County, the owner of Englar Road on improvements and right-of-way requirements.
3. The following application and review fees were collected in March 2011:

	Review Fees Collected
Monthly Total	\$1,700.00
YTD Total	\$14,950.00

4. Prepared Public Works Agreement for the Johnston Family Medical Center facility on Lot 21A in the West Branch Trade Center. The address will be 41 Magna Way. Dr. Johnston is the physician for McDaniel College and has outgrown her current offices located in the College View Shopping Center, near Safeway.

5. Completed the following bond releases: Overlook at King's Park – 87% release for general, water and sewer amounts and 94% release for landscaping.

Economic Development

1. Attended a meeting with Joanna Crone, County Tourism Manager, and Marques Charbonnet, Manager of Marketing & Fan Development for the Baltimore Ravens at the Ravens headquarters in Owings Mills to discuss the Ravens Training Camp at McDaniel College and what activities were allowed in the County Tourism Booth on April 2nd.
2. Attended a GWDC Economic Development Committee Meeting on April 2nd that discussed the proposed changes to the Longwell Parking Deck payment system.
3. Did a walkthrough of the old Westminster Inn with representatives of the owners, the City Administrator, MD DHCD staff and Carroll County Department of Economic Development staff on April 11th and heard the owners concerns and desires for the property.
4. Organized and held a meeting on March 15th with representatives from the Carroll County Department of Economic Development, MD Small Business Development Center, The Miller Entrepreneurial Institute of Carroll Community College, Greater Westminster Development Corporation, Westminster Town Center Corporation and City staff to exchange ideas on the types of retail businesses to recruit for downtown, methods to do so and possible incentives to encourage their locating in downtown.
5. Attended the bi-monthly Advisory Board meeting of the Heart of the Civil War Heritage Area that was held in New Windsor, MD on March 17th.
6. Attended a Maryland Downtown Development Association training program entitled "Making Your Downtown a Sustainable Maryland Community" at the Crownsville Offices of the MD Department of Housing and Community Development on Monday, March 21st. Program's primary focus was on how to be designated a "Sustainable Maryland Community."
7. Attended the Main Street Maryland Awareness Project Committee meeting in Baltimore held on March 22nd. As a follow-up to the meeting, provided contact information on a couple of our local businesses to Sagesse, Inc., the PR consultants for the Main Street Maryland Program, who are writing articles on new/newer downtown entrepreneurs and other topics of interest to attract visitors to Maryland's Main Streets.
8. Met with a budding entrepreneur to discuss her business concept on March 23rd. Suggested that she contact Beth Woodring at SBDC as well as talk to a lawyer to flesh out the details that seemed to be missing.

9. Attended the Corbit's Charge Civil War Ball on March 26th. Photographed portions of the event for future marketing purposes and placed highlights on the City website.
10. Prepared and sent out the 2011 applications to potential vendors for the Downtown Westminster Farmers Market with a deadline date for submittal of April 29th. 6 vendors have already turned in their applications. Updated the Downtown Westminster Farmers Market listing in the Directory of Community Services for Carroll County, Maryland.
11. The performance line-up for the Lunch at the Library Concert Series has been established. Performers will include: The Herd of Main Street on June 3rd; Mike D'addario on June 10th; Bobby E. Lee & The Sympathizers on June 17th and One Eyed Johnny Blues Band w/John Rousey on June 24th. The Songs at 6:30 concert series line-up should be finalized in early April.
12. Received and forwarded a Residential Façade Application for 17 Park Avenue to the MD Department of Housing and Community Development and Maryland Historical Trust for review. In response to a flyer out sent out in February reminding commercial property owners of the availability of the Façade Improvement Program, two more commercial requests for Façade Applications were received.
13. Provided requested photographs for a variety of city parks and recreational facilities to the Westminster Recreation and Parks Department for a display they are making for the TownMall of Westminster's Earth Day event on April 16th.
14. Made business recruitment visits to Annapolis, West Annapolis, Annapolis Harbor Center and the MD3 corridor around the Village of Waugh Chapel Shopping Center.
15. Sent out an email reminder about the March 16th deadline for 2011 Flower & Jazz booth space applications to the Main Street businesses that directly front the festival area. Also, dropped off the required health department permit applications to businesses that require them for the Flower & Jazz Festival participation this month.
16. Updated the downtown dining and spring/summer event rack cards and forwarded for printing.

Community Development

1. The following sign permits were processed in March 2011:

	# of Sign Permits	Sign Permit Fees
Monthly Totals	4	\$200.00
YTD Totals	40	\$2,750.00

2. Still working with the Maryland Department of Housing and Community Development to obtain the signed grant agreement for the Pennsylvania Avenue lighting project funded by Community Legacy and announced last year.
3. Submitted routine grant report for the Union Crossing project.
4. Working with potential purchaser for the City's remaining home at 18 Union Street.

Zoning

1. The following construction inspection fees were paid in March 2011:

	General	Water	Sewer
Monthly Totals	\$0.00	\$0.00	\$0.00
YTD Totals	\$193.50	\$83.25	\$83.25

2. The following building permits were approved in March 2011:

	# of Building Permits
Monthly Total	19
YTD Total	138

3. The following fees related to new and expanded development were paid in March 2011:

	Water Benefit Assessment	Sewer Benefit Assessment	Special Capital Benefit Assessment
Monthly Totals	\$5,244.00	\$5,496.00	\$3,840.00
YTD Totals	\$142,092.40	\$142,913.60	\$74,883.30

4. Sent nine zoning letters in March 2011.
5. Met with the owner of Myers-Durboraw Funeral Homes, P.A. regarding the possible move of their business from Willis Street to a location in the Air Business Center. That move would require a zoning text amendment to allow the funeral home and mortuary use in the I-R Industrial Restricted zone. It is anticipated that the City will received an application for zoning text amendment in early April 2011.
6. Completed work on the draft of changes to the City Code and the new water allocation resolution that would govern future water allocations. At present, waiting for City Attorney to complete her review. Also, working to complete draft of standards.
7. At the request of TownMall of Westminster management, filed a zoning text amendment (ZTA #11-1) to authorize outdoor carnivals, subject to conditions, in the City's Planned Regional Shopping Center zone. The outdoor carnivals would have to have a community connection and not exceed five per calendar year. The Planning and Zoning Commission's hearing was held on March 10, 2011. At the conclusion of the hearing, the Commission to recommend favorable action. Thereafter, the Mayor and Common Council's hearing was held on March 28, 2011. After discussion, there were a few issues that the Council asked the staff and City Attorney to further review. It is anticipated that the ordinance will go back to the Mayor and Common Council for final action on April 11, 2011.
8. The Board of Zoning Appeals has an application pending for special exception (BZA #11-1) that was filed by Rahana Shijo at 629 Wyndstar Circle to increase the capacity of her family day-care facility from six to eight children. The property is located in the Village of Meadow Creek and is zoned R-10,000 Residential Zone. The Board of Zoning Appeals will hear this case on Tuesday, April 12, 2011 at 6:00 p.m. at Westminster City Hall.

9. Prepared and submitted draft of Department of Planning, Zoning and Development budget narrative and numbers to the City Administrator for review.
10. Working to final draft of the Capital Improvement Program for FY 2012 – 2017 for review by the Westminster Planning and Zoning Commission at a special meeting on Wednesday, April 13, 2011.

Code Enforcement

1. A total of 46 separate code issues were handled during March 2011:

Complaint Type	# of Incidents	Compliance	Court Case	Fines	% of Total
Grass/Weeds	0	0	0	0	0%
Untagged Vehicles	7	5	1	1	14%
Trash/Rubbish	17	14	2	3	36%
Property Maintenance	3	2	0	0	6%
Solid Waste	3	2	0	0	6%
Rental Registration	4	3	0	0	9%
Private Inspections	1	1	0	0	2%
Sidewalks	1	1	0	0	2%
Trees/Hedges	2	1	0	1	4%
Condemnations	0	0	0	0	0%
Water Shut-Offs	8	8	0	0	17%
Snow Removal	0	0	0	0	0%
Water Violations	2	2	0	0	4%
All Others	0	0	0	0	0%
Monthly Totals	46	39	3	5	100%
Yearly Totals	461	346	27	56	100%

2. The following HQS inspections for the Section 8 Program were completed during March 2011:

Type of Inspection	# of Inspections	# in Compliance	Overall %
Annuals	29	19	66%
Re-Inspections	6	6	100%

New Units	11	7	64%
Landlord Request	1	0	0%
Tenant Request	0	0	0%
Special Request	0	0	0%
HQS Supervisory	2	0	0%
Monthly Totals	49	32	65%
YTD Totals	288	216	75%

3. Received payment of \$236.50 in City Street Department invoices labor costs.

4. The following citations for code violations were paid in March 2011:

	Fines Paid
Monthly Total	\$2,075.00
YTD Total	\$5,225.00

5. The City's Code Inspector participated in two Planning staff meeting.

6. The City's Code Inspector attended the bi-monthly meeting with the Westminster Police Department for housing fraud issues

7. The City's Code Inspector's investigation at 55 Pennsylvania Avenue revealed that the owner was operating a boarding house without proper approvals. The initial tip was provided by the Westminster Police Department as part of its ongoing work.

8. The City was awarded court judgments in the amount of \$400.

POLICE DEPARTMENT

Time Frame	Police Calls For Service	Adult Arrests	Juvenile Arrests	DUI Arrests	Traffic Citations	Foot/Bike/T-3 Patrol Hours
Feb 2011	979	63	5	7	223	125
2011 YTD	2,711	170	20	22	653	349
2010 YTD	2,703	193	45	36	845	711
2009 YTD	2,503	145	46	26	951	474

Significant Cases in March:

- **Attempted Residential Burglary (Reported March 5, 2011):** On March 5th at approximately 11:25 p.m. officers were dispatched to a residence in the 100 block of Pennsylvania Avenue for a reported burglary in progress. It was reported that there was a male on the front porch of the residence banging loudly on the windows and door and stating that he was coming into the residence. Upon arrival officers located the subject, who was heavily intoxicated, walking on Dutterer's Way in the vicinity of the victim's home. The suspect was detained and ultimately identified as the subject who was trying to force his way into the home. The suspect, Michael Alan Reymann 19 years of Catonsville, was subsequently arrested and charged with attempted burglary and related charges.
- **Residential Burglaries (Reported March 7 and 22, 2011):** The victims in this case reported that their home on Krider's Church Road was burglarized twice during the month of March while they were away at work. In the first case, the victims reported that their dog had been stolen from a mud room within the residence. There were no signs of forced entry to the residence and the victims suspected that a former friend may be responsible as she had taken an interest in the dog in the past. Investigation revealed that the former friend had in fact taken the dog. An application for charges has subsequently been filed against her by the investigating officer.

The second burglary was reported on March 22nd. In this case the victims reported that someone had entered the home and removed a safe which had been secured to a wall within the residence. Once again, there were no obvious signs of forced entry into the residence. Two potential suspects were named, to include the suspect from the previous case (above). Both potential suspects have been interviewed and at the current time there is insufficient evidence to support charges in this case.

- **Unauthorized Use of Automobile (Reported March 1, 2011):** The victim in this case reported that he loaned his wife's vehicle, a 1996 Honda Accord, to an acquaintance who he knows only as "Jay". Jay was to use the vehicle for the day then return it to the victim. As of noon the following day, the vehicle had not been returned. The victim called Jay and demanded his car back, but Jay refused to return the car. The victim then contacted the Police Department to report it stolen. The vehicle was ultimately recovered unoccupied on Lyndhurst Avenue in Baltimore City. Efforts to positively identify Jay have thus far proven unsuccessful.

Significant Activities in March:

1. On March 8th, Chief Spaulding facilitated a day of training entitled "Justice and Law Day" for 2010-2011 class of *Leadership Carroll*. Throughout the day the class met with our Judges and local law enforcement officials to gain a better understanding of

the inner workings of the local criminal justice system. The training included visits to both District and Circuit Court, discussions with Judges, the State's Attorney and the Public Defender, and a tour of the Detention Center. Chief Spaulding provided two blocks of training relating to law enforcement resources in the County and crime issues. This is the fifth year that Chief Spaulding has facilitated this portion of the Leadership Carroll program. Chief Spaulding is a 2006 graduate of the program.

2. On March 18th, ***Detective First Class John Emminizer*** was honored as the ***"2010 Investigator of the Year"*** for the ***Child Advocacy and Investigation Center (CCAIC)***. The CCAIC is a multi-disciplinary investigative unit comprised of staff from the Maryland State Police, the Carroll County Sheriff's Office and the Westminster Police Department. The police investigators are co-located with Child Protective Services case workers and prosecutors from the State's Attorney's Office. The members of the CCAIC are responsible for the investigation of all child abuse and sexual crimes reported in Carroll County. DFC Emminizer was selected for this honor based upon the quality and quantity of his investigative efforts during the past year, as well as his ongoing commitment to the unit and the community they serve.
3. On March 23rd the Police Department hosted its ***Annual Awards Ceremony***. For the first time, the ceremony was held at the Carroll Arts Center on West Main Street and the entire event was videotaped by staff from the Carroll Media Center for later broadcast on local cable television. A number of members and volunteers were recognized for significant contributions to the Department and the community during the ceremony which was attended by more than 100 participants and well-wishers. The following recognition was presented during the ceremony:

Police Officer of the Year

DFC Steven Rogers

Civilian Employee of the Year

Parking Enforcement Officer Michaelle Leone

Volunteer of the Year

S.C.O.R.E. Volunteer Casey Combs

Community Service Award

PFC Nicole Ensor

Chief's Commendations

PFC Jesse Clagett

Senior Communications Specialist Cheryl Pickett

Communications Specialist Nancy Pyne

S.C.O.R.E. Volunteer Deb Pujals-Keyser

DFC John Emminizer

Deborah Sabok of WalMart

Christie Reynolds of WalMart

Life Saving Award
Sergeant Michael Bible
Sergeant Thomas Kowalczyk
PFC Michael Beaumont
PFC Steven Blackwell
PFC Nicole Ensor

The entire ceremony may be viewed on the home page of the City's website

4. In March the ***Automated Enforcement Program*** (Red Light Cameras) completed its first year of service at two high-accident intersections in the City (Route 140/Route 97 and Route 97/Nursery Road). The following is a synopsis of results from the first year of the program:
 - A total of 3,829 potential violations were captured on camera.
 - 2,958 violations were approved for the issuance of citations.
 - 27 violators contested their citations in court – all were convicted.
 - Overall crash rates and personal injury crash rates at the two intersections were reduced.
 - This violator-funded program was operated without cost to the City taxpayers (more than \$16,000 in revenue was generated after costs).
5. On March 29th Chief Spaulding attended a meeting with the Carroll County Sheriff's Office and the Maryland State Police to discuss the ***transition of primary police service in the County*** from the Resident Trooper Program to the Sheriff's Office. In summary, there will be very few changes which will impact police service within the City of Westminster. Beginning on July 1, 2011 the Sheriff's Office will be responsible for all calls for service occurring on County roadways/facilities and the State Police will be responsible for all calls for service on State roadways/facilities. The State Police will continue to provide investigative assistance to the Westminster Police Department on homicide and police shooting cases per our current agreement.

RECREATION & PARKS

- Administration
 - Conduct weekly staff meetings
 - Managing the day to day operations
 - Westminster Fallfest Sponsorship
 - Conducting interviews to fill summer positions
 - Continue to update city's home web page to promote Recreation and Parks

- Pay invoices for the department operating, facility and programs and events
- Working with McDaniel and Carroll Community College on Clean Up Day
- Operating and Capital Budget
- Continue development of a comprehensive pool manual
- Working with CCDSS on new program called Work Experience Partnership Agreement
- Meeting with vendors researching On-Line registration
- Working with Town Mall on their carnival to benefit WCRP
- Members of the department are working on the following city committees. Safety, Website, Wellness and Insurance
- Meeting the State Fire Marshall to review room capacity for all areas in the armory
- Recreation and Parks Capital Projects
 - Working on FY 12 improvements plan using the Parks Master Plan
 - Pool project – work is underway
 - Trail Extension – waiting for final approval from the state for cross walks
- Programs and Events
 - Process rentals for the community building and pavilions
 - Continue to update and manage recreation and parks website and face book page
 - Processing pool memberships
 - Preparing for the following programs and events – Easter Egg Hunts, Mother Son, Daddy Daughter Dates, Father Son Miniature Golf, Toddler Parties, Flower and Jazz, and Month of Sunday's, Summer Camps, Pool Season
 - Corbits Charge Ball- over 120 attended

- Working with non-profit organizations to help stuff 4000 eggs with candy
- Upgrading the game room in the Family Center
- Working on a booth for Town Mall's Earth Day. Staff members will pass out camp information.
- Family Workout Center
 - New Memberships - 94
 - Temp Student Membership -8
 - Recorded over 7210 member visits and 431 guest visits to the center
 - Revenue for the month – Enrollment \$875., Monthly Dues \$22,670., Rent \$3,090., Guest fees, \$2,115., other \$247., Totaling \$28,997.....\$3,628 better than 2010
 - Host Red Cross blood drives
 - Host blood pressure screening
 - Continue to paint and repair Armory walls and equipment
 - Celebrating the Family Center's 15 year anniversary. 15 give a ways every month.
- Parks
 - Hundreds of residents continue to use the trail
 - Beginning park inspections, turning on water and spreading wood carpet

PUBLIC WORKS

WASTE WATER TREATMENT PLANT

Total Flow 190.437 MG

Ave. Daily Flow 6.143 MGD

Sludge (Integrated Agronomics) 555.8295 wet tons

Septage Sludge 118.37 wet tons

Operations:

- Moved and Re-installed Neuros Blower, showcasing air-bearing technology!
- Mark Mellendick attended safety committee meeting
- Joe Appel transferred from Utilities
- safety training
- Recycles to Landfill
- Routine Maintenance

UTILITY MAINTENANCE DEPT.

WATER LEAKS:

Liberty St (Main)
629 Windor Dr (Private)
Cranberry RD (Main)
16 Park View Terr (Private)
742 Eden Farm Cir (Private)
140 WTTR Ln (Private)

SEWER BLOCKAGES:

8 W. Middle Grove (Service)
1133 Long Valley RD (Private)
1104 Tall Pines (Service)
51 Sullivan Rd (Service)
847 Stacey Lee Dr (Service)
12 Carroll St (Service)
53 Sullivan Ave (Service)
51 Union St (Private)
1110 Tall Pines (Service)
289 E Main St (Service)
29 Middle Grove Ct (Service)
18 Goni Terr (Private)
5 Marbeth Hill (Service)
748 Windsor Dr (Private)
Fox Meadow Garth (Main)

MISCELLANEOUS:

Meter Replacement
Miss Utility Markings
Meter Readings

61 High Water Bill Inspections

REGULAR MAINTENANCE:

- Flushing and Cleaning (Sewer Mains)
- Fire Hydrants
- Sewer Pumping Stations
- Booster Stations and Water Storage Stations

STREET DEPARTMENT

Grounds Maintenance section performed the following:

- Assisted with cleaning up branches in City parks
- Collected trash from all the city parking lots
- Assisted with removal of brush, metal, yard waste and bulk trash
- Assisted with cutting down a Maple tree at 230 East Main St for Utility's sewer work
- Assisted with grinding stumps at City Hall and JC Park
- Assisted with Mulching parking lots and East Main St
- Assisted with clearing tree's out of Cranberry Rd and Carroll Meadows Sed Ponds
- Assisted with prune tree's on Ridge Rd, Old New Windsor Rd, Maryland Ave, Park Ave for blacktopping clearance for road ripper

Building Maintenance section performed the following:

- Assisted with putting up permit signs at Longwell Garage
- Assisted with painting handicap sign at Longwell Garage and Penn Ave
- Assisted with putting in parking meter poles and meter housings at Longwell Garage
- Assisted with turning on the water at all City parks
- Assisted with hanging banner on Main St
- Assisted with putting up garland on light poles for McDaniel College
- Assisted with putting up crosswalk signs at Center St and Stoner Ave
- Assisted with putting up school crosswalk signs at East Middle School
- Assisted with putting up a handicap sign at 389 East Greens St

Streets and Alleys section

- Street Baskets---1.94T
- Bulk trash---37.38T
- Brush---23.4T
- Yard Waste---23.95T
- Paper Recycling---.0T
- Street Sweepings---23.22T
- Tires---.0T
- Metal---3.36T

Assisted with removal of brush, metal, yard waste and bulk trash
Assisted with putting out dumpster for larger piles of bulk trash
Assisted with pot hole remediation
Assisted with helping the Building Maintenance Department with various projects

Street Maintenance section

Assisted with pot hole remediation
Assisted with cutting down trees at the Raw Recover
Assisted with putting in a storm drain on 9th street
Assisted with fixing two storm drains on Marhill Court
Assisted with removal of brush, metal, yard waste and bulk trash

ENGINEERING

1. Medford Quarry Raw Water Main- The project is under warranty.
2. Cranberry WTP Improvements- The Project is under warranty. The City and the Engineer developed punch list of repairs to be fixed prior to expiration of the contractor's warranty for the project.
3. Wakefield Valley Community Trail Extension- Buhart-Horn is working on completing design. The Engineer addressed comments from the SHA and returned corrected design for the SHA another review.
4. Nitrate Removal System for well #8: The Engineer complete design of the access road and the radon/ nitrate removal facility and forwarded it to the Carroll County Offices for review and approval. The City is working with Carroll County Office on coordination of this project with the County project to construct storm water management pond at the Westminster high school.
5. Roop's Mill Well Water Treatment Facility and Main –Project is under warranty.
6. WWTP ENR Project – Stearns & Wheler complete preliminary design report for the project. The City, The Engineer, and the MDE developed preliminary design approach for the project and agreed on eligibility of different parts of the project to receive grant funds from the ENR fund. The City received proposal for engineering services to design the project for approval.
7. Recreation Park Building- The project is complete and under warranty.
8. Water Meter Replacement Project- The project is complete.

9. I&I Study between MHs 18-37-73 and 18-3-73 Stearns & Wheeler continues work on the project
10. Storm drain and road improvements on E. Green Street and Fitzhugh Avenue - Contractor almost complete the project construction at Fitzhugh Avenue and started storm drain installation at E. Green Street.
11. Replacement of Lighting Fixtures in City owned building- Hunt Consulting is working on the project
12. Gesell Well- ARRO is working on the project design.
13. Pennsylvania Avenue lighting Improvements, Phase II- Sidhu Associates complete construction documents.

PUBLIC WORKS REPORT MONTH March YEAR 2011
CITY OF WESTMINSTER
CRANBERRY RUN WATER TREATMENT PLANT

TO : LISA WALLACE / JEFF GLASS
DEPARTMENT OF PUBLIC WORKS
FROM : BRET GROSSNICKLE / T. P. OWENS

1) CRANBERRY WATER SYSTEM SOURCES

CRANBERRY BRANCH	17.71285
HULL CREEK	22.7295
RAW RESERVOIR	3.25
OTHER	0
TOTAL TREATED	43.69235

WELL 3	2.54284
WELL 4	1.52543
WELL 5	5.79409
WELL 6	2.90219
WELL 7	4.52159
WELL 8	2.976195
WELL 9 & 10	2.95431
WELL 11	4.008228

TOTAL DELIVERED TO SYSTEM	67.10637
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WELL 5 BACKWASH	0.00056
WELL 7 BACKWASH	0.28372
DAILY AVERAGE	2.164722
FILTER BACKWASH	0.0899
HOURS OPERATED	744

WAKEFIELD WELL SYSTEM

WELL 1	3.0508
WELL 2	2.0632
TOTAL DELIVERED TO SYSTEM	5.114
FILTER BACKWASH	0.00053
DAILY AVERAGE	0.164968

- 2) SLUDGE PUMPED TO WWTP 198770
- 3) REGULAR MAINTENANCE AT THE WELLS AND THE WATER PLANT.
- 4) COLLECTED SAMPLES FROM THE SYSTEM AND THE WELLS AS REQUIRED BY MDE.
- 5) COMPLETED MONTHLY OPERATION REPORTS AS REQUIRED BY MDE.
- 6) HANDED OUT SAFETY INFORMATION FOR THE MONTH.
- 7) CLEANED SEDIMENTATION BASINS AT NEW PLANT
- 8) PINNED MEMBRANES TO IMPROVE PERFORMANCE
- 9) PERFORMED WATER QUALITY TESTING AT WELL 12

Respectfully submitted,
Marge Wolf
City Administrator